Bathroom cleaning log

At each check, write the time and your initials, tick the boxes, note what is still open.

Restroom _____ **Building and floor** _____

Date _____ **Report problems to** _____

Check log

	TIME	INITIALS	REFILLS	SINKS AND TOILETS	FLOOR	BINS	WHAT NEEDS ATTENTION
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							
☐							

A Refills tick means all six are topped up

- ☐ Toilet paper
- ☐ Paper towels
- ☐ Hand soap
- ☐ Hand sanitizer
- ☐ Seat covers
- ☐ Can liners

When a line raises a flag

- ☐ Small fixes handled on the spot and the time written on the next line
- ☐ Bigger problems sent to the name in Report problems to
- ☐ Leaks, running toilets and broken latches passed to building maintenance
- ☐ Repeat notes flagged for a different fix

Swapping the sheet

- [ ] Old sheet read for blank Refills boxes and repeat notes
- [ ] Fresh sheet in the sleeve with the date filled in
- [ ] Old sheet filed by restroom and week

Notes